Reeths-Puffer Schools
Agreement for Acceptable Use of Technology Resources
Students Grades 7-12

Use of the district network, electronic resources and online communication tools at Reeths-Puffer Schools is a privilege extended to students and staff to promote innovative instruction, enhance learning, develop the ability to use technology as a tool for improved productivity and communication, develop essential electronic information research skills, and exchange information.

The purpose of this agreement is to grant access to and define acceptable use of District technology/electronic resources. Electronic resources include, but are not limited to all hardware, software, data, communications devices, printers, servers and filtered Internet access provided by the District or individually owned. Online communications tools include e-mail, interactive websites, blogs, wikis and other web 2.0 tools which offer authentic opportunities for students to express and share information. Access to and use of these tools is necessary to ensure that graduates of Reeths-Puffer Schools have the life-long learning, job readiness, and technology skills required to live and work in the 21st Century.

With access to technology comes responsibility, for the hardware and software utilized, as well as for the information accessed and created on and off campus. All students are responsible for their actions and activities involving the school's network, electronic resources and online communication tools just as they are in a classroom, a school hallways, or on the playing field. General school rules for behavior and communications apply. Access to these vital resources will be provided to students who agree to act in a considerate and responsible manner. While these policies and expectations do not attempt to describe every prohibited activity, it is imperative that students familiarize themselves with them. Failure to abide by these expectations will result in loss of network privileges and/or disciplinary action as outlined in this policy document and other related Board of Education policies. Signing this document signifies an agreement to adhere to all stated guidelines.

The District shall not be held liable for any individual's inappropriate use of its technology in violation of the law. Each user shall be held personally, civilly and criminally responsible for any violations of the law. The District has the right to revoke the user's access privileges any time for any reason.

Students and their parents must complete the Reeths-Puffer Agreement for Acceptable Use of Technology Resources documentation every year.

Technology Usage Guidelines and Expectations
All students who utilize technology resources are expected to use these resources in an educational, responsible, ethical and legal manner. All other use is prohibited and will result in loss of user privileges. User behavior which is educational, responsible, ethical and legal adheres to the following set of guidelines:

Student Safety:
1. Students are not to post personal contact information about themselves, other people or their school. Personal contact information includes your address, telephone number, cell phone number, school address, or photos when using electronic resources or online communication tools.
2. Students are to promptly disclose to a teacher or other school employee any message received, which is inappropriate or makes him/her feel harassed or threatened.

Online Expectations:
1. Students are to use appropriate language and graphics. Swearing, vulgarities, suggestive, obscene, belligerent, harassing, threatening, or abusive language of any kind is not acceptable.

2. Students are not to use school online access to distribute jokes, obscene material or material, which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion or sexual orientation.
3. Students are not to use school online access to harass or cyber bully another individual. Harassment is persistently acting in a manner that distresses or annoys another person. Using email to harass or threaten is a federal offense and will be dealt with accordingly. Any student who feels he/she is a victim of Internet harassment should notify a school employee.
4. Students are reminded that electronic text allows for no context clues to convey shades of irony, sarcasm or harmless humor.
5. Students are not to obscure the true identity of the sender of e-mail or forge e-mail messages.
6. Students are not to use technology resources as "public forum." Students may not use the Technology Resources for commercial purposes or to support or oppose political positions or candidates unless expressly authorized in advance by a teacher or administrator as part of a class project or activity. Students may, however, use the Technology Resources to contact or communicate with public officials.
7. Students are not to use District technology resources for commercial for-profit activities, advertising, political lobbying, or sending mass mailings or spam. Students may contact a public official to express an opinion on a topic of interest.

Password Protection:
1. Students are responsible for using only the network user ID assigned to them.
2. Students are responsible for any and all use made of their individual accounts whether they are network accounts, online resource accounts or online communication tool accounts. Any damage or liability arising from the use of your account/password is your responsibility.
3. Students will maintain the privacy of their passwords at all times. Passwords can be changed to ensure security. If a student feels that the privacy of his password has been compromised, he should immediately contact technology staff to have his password changed.

Privacy:
1. Students are to be aware that use of the Reeths-Puffer Network is not private.
2. Students are to be aware that the District has the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the network and Internet including transmitted and received information.
3. Students are to respect the privacy of other's online communications by not reposting a message that was sent to you privately without the permission of the person who sent you the message.
4. Students are not to post private information about another person.

Online Communication Tools (Blogs/Wikis/Podcasts/E-mail):
1. Students are expected to treat online communication tools as an extension of the classroom.
2. Students are expected to use school appropriate language. Whether at home or school, any speech that is considered inappropriate in the classroom, is also inappropriate in all uses of blogs, wikis, podcasts or other Web 2.0 tools.
3. Students using blogs, wikis etc., are expected to act safely by keeping all personal information out of their posts.
4. Students should expect that their online communications will be monitored, and that any inappropriate posts will be deleted and responded to according to established school policy.
5. Students are solely responsible for the content of their online communications.

Prohibited Activities:
1. Students are prohibited from using District technology for any illegal activities. **Students will be required to make full financial restitution for any damages incurred as a result of these activities and may face other disciplinary action up to and including expulsion.**
2. Students must be aware that illegal activities include, but are not limited to:
   - Tampering with electronic device, or other classroom technology hardware or software
   - Disabling security features
   - Software piracy
   - Unauthorized entry into computers or files (hacking)
   - Gaining access, using, soliciting the use of account information or passwords of other users
   - Knowledgeable vandalism or destruction of equipment
   - Deletion of computer files belonging to someone other than oneself
   - Uploading or creating of computer viruses
   - Distribution of obscene or pornographic materials
   - Sexting
3. **Students must be aware that any illegal action carried out over the Internet will be reported to law enforcement officials for possible prosecution. Please be advised, it is a federal offense (felony) to break into any security system. Using e-mail to harass or threaten another person and the transmission of obscene material is also a federal offense and will be dealt with accordingly.**
4. Students are not to download or install any software on the computer system. This includes games, music software and instant messenger programs.
5. Students are not to use computers for game playing, personal e-mail or entertainment purposes during the school day. Only before school and during lunch will students be allowed to play school appropriate games that do not involve any downloading. Students who do not abide by this will receive appropriate disciplinary measures.
6. Students are not to access instant messaging, enter chat rooms or access public or open blogging sites or social media during the school day. Only before school and during lunch will students be allowed to access these sites. During these times all use of these sites must be school appropriate and not be in violation of any other school expectations. Students who do not abide by this will receive appropriate disciplinary measures.
7. Students are not to engage in electronic cheating of any form, such as, creating files with answers to tests or quizzes, sharing files with assignments for other students to use, using PDA's to beam answers, or using cell phones to take pictures of quizzes or tests. Consequences for cheating as outlined in the Reeths-Puffer Student Handbook will be followed.
8. Students are responsible for adhering to the rules established in various labs relating to specialized equipment which may be found there. The responsible faculty member will establish such rules.

Inappropriate Materials:
1. Students will not use the network or Internet to access, upload, download, store, print, post or distribute pornographic, obscene or sexually explicit materials.
2. If a student mistakenly accesses inappropriate material, he/she should immediately tell the teacher or other district employee. This will protect the student against a claim that he/she intentionally violated this policy.
3. Parents should instruct their student of any additional material they think would be inappropriate to access. The district fully expects that students will follow their parents' instructions in this manner.

Plagiarism and Copyright Infringement

1. Students are required to give proper credit to all Internet sources used in academic assignments. This includes all forms of media on the Internet, such as graphics, movies, music and text.
2. Students will not distribute, copy, or use materials created by someone else without permission of the author or creator.
3. Plagiarism of Internet sources will be treated in the same manner as any other incidence of plagiarism, as stated in the student handbook.
4. Students are expected to respect the rights of copyright owners. Copyright infringement occurs when a work that is protected by copyright is inappropriately reproduced. If a work, print or otherwise, contains language which specifies appropriate use of that work, students are expected to follow the expressed requirements.
5. Students should utilize and adhere to Creative Commons licenses where the author/artist denotes what media may be shared, remixed or reused.

Consent for Instructional Programming Sharing of Information

I authorize the District to consent to the sharing of information about my child to website operators as necessary to enable my child to participate in any program, course, or assignment requiring such consent under the Children's Online Privacy Protection Act.

Technology Protection Measure

Through the Internet, students are able to explore thousands of libraries, databases, and other resources while exchanging messages with experts and other classrooms around the world. There is also material on the Internet that is not appropriate for students; material that is illegal, defamatory, inaccurate, pornographic and potentially offensive to some people. In compliance with the requirements of CIPA and COPA, the District has taken precautions to restrict access to controversial materials via procedures and web filtering; however, it is impossible for the District to restrict access to all objectionable and/or controversial materials that may be found on the Internet.   Students encountering any such material should immediately notify their teacher or other supervising adults.

Limitation of Liability:

The Reeths-Puffer Schools makes no warranties of any kind, whether expressed or implied for the service it is providing. Use of the school district system is at the user's own risk. The system is provided on an "as is" "as available" basis. The school district will not be responsible for any damage the user may suffer, including but not limited to loss, damage, or unavailability of data stored on the school district hard drives or servers. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

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PRIVILEGE

Students may access Internet resources that support classroom learning.

RESPONSIBILITY

All students must have on file a copy of this form signed by their parent or guardian. All Internet usage must be classroom/school related.

Students must comply with appropriate computer and Internet etiquette including appropriate language for e-mail usage. Anything that causes discomfort or a feeling of harassment for other users will be considered offensive and subject to discipline.

Students are responsible for proper use and care of district hardware and software. Building rules and procedures must be followed.

CONSEQUENCES OF MISUSE

Students who make inappropriate choices in computer usage will be subject to disciplinary action up to and including the loss of computer privileges. All discipline guidelines stipulated in the student handbook apply to activities engaged in while using technology.

I have read Reeths-Puffer Schools' Agreement for Acceptable Use of Technology Resources and agree to be responsible for and abide by it as defined.

_____   _____   _____
Student Signature   Student Number   Date

_____   _____
Print Student Name   Graduation Year

_____   _____
Parent/Guardian Signature   Date

C: Parent/Guardian/, Student File

Approved: 10/1/2017